

M E M O R A N D U M

June 1, 2004

TO: Applicants for Class C, Special, Alcoholic Beverage License

FROM: Board of License Commissioners

SUBJECT: Regulations Regarding Class C, Special,
Alcoholic Beverage Licenses (One-Day)

It will be necessary for anyone wishing to obtain a Class C, Special, Alcoholic Beverage License to file the attached application with this office **at least 30 days in advance of the event.**

Any **NOT-FOR-PROFIT** club, society, or association holding a bona fide entertainment may apply and obtain a Class C, Special License to serve or sell alcoholic beverages. A license is required anytime the cost of a ticket includes the price of the alcoholic beverage, or you are having a cash bar at your function, or a donation for attendance at the event is solicited or required. Non-profit status must be verified by this office prior to the issuance of the Class C, Special, Alcoholic Beverage License. PLEASE SUBMIT ALONG WITH THIS APPLICATION, A COPY OF YOUR "LETTER OF DETERMINATION" THAT WAS ISSUED TO YOUR TAX EXEMPT NON-PROFIT ORGANIZATION FROM THE IRS. You must file with the IRS in order to receive a "letter of determination". Please contact the IRS at 1-800-829-3676 and request the appropriate form needed for your organization to secure not-for-profit status. Once approved, the IRS will issue a "letter of determination" to your organization.

One-day applications must have the applicant's signature notarized and the property owner or their representative must sign the application.

Your application will be taken to the Board of License Commissioners, which meets the first and third Thursday of each month. If the application is approved, you may pick up the license on the Friday following the hearing date. You may pick up the license at the Office of the Board of License Commissioners, 16650 Crabbs Branch Way, Room 203, Rockville, Maryland. You will be notified if your application was denied. If you have not heard from this Office by the Friday after the Board hearing,

you can assume that your license was approved and ready for pickup. Fees for the Class C, Special License are \$30.00 per day for beer and wine, and \$60.00 per day for beer, wine, and liquor. Payment is due when your license is picked up. Checks should be made payable to Montgomery County, Maryland. If you are paying in cash, be sure the have the exact amount.

It has been brought to the Board's attention that some holders of the Class C, Special License have, on occasion, allowed persons to bring their own alcoholic beverages. The "Rules and Regulations Governing the Sale of Alcoholic Beverages in Montgomery County", Section 6.3 states, in pertinent part:

. . . it will be unlawful for any person to consume on the licensed premises of any licensee any alcoholic beverages not purchased from the licensee on the said premises . . .

All distilled spirits (hard liquor) sold or served on the premises for which the Class C, Special License is issued, must be purchased directly from Montgomery County Department of Liquor Control Warehouse and/or one of its dispensaries. Please call 240-777-1930 for further information or location of stores.

Kegs, wine, and case beer must be purchased from the Department of Liquor Control Warehouse and/or dispensaries, or any off-sale beer and wine licensee located within Montgomery County, Maryland. All kegs purchased and consumed at such non-profit events must be in compliance with the State of Maryland/Montgomery County keg registration requirements.

The Board has had many inquiries regarding suppliers or wholesales donating alcoholic beverages for events. All alcoholic beverages must be purchased in accordance with the information outlined in the previous paragraphs. However, the supplier may make a monetary contribution to the charity in the amount of monies necessary to purchase the alcohol.

It is against Maryland State Law for the suppliers or wholesalers to supply and/or deliver product to the special licensees. Please do not ask them to do so.

If you have any questions regarding the Class C, Special License please call this office at 240-777-1999.

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